ODP 1491-77
29 July 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM   :   Clifford D. May, Jr.
                      Director of Data Processing

SUBJECT   :   ODP Report for Week Ending 29 July 1977

Executive Advisory Group (EAG) Meeting on ADP Issue #3

       Mr. May, D/ODP, met with the EAG on 26 July to discuss
ODP's study of ADP Issue #3, Centralization vs. Decentralization
of ADP in CIA. The EAG accepted ODP's report and approved the
report's recommendations. However, Mr. Blake, Acting DDCI,
recommended suspending EAG action on the report's recommendations
pending the outcome of PRM 11 on Intelligence Community reorgan-
ization. The Executive Summary containing the conclusion and   25X1A
recommendations of ODP's report is attached. The full report
can be obtained from Mr. ██████████████ on extension ████   25X1A
██████   25X1A

CAMS

       We have been having difficulty with the timeliness and
quality of the CAMS offline reports being developed by our
West Coast contractor. Therefore, we have terminated all new
reports development at our West Coast contractor's site. Work
in progress will be completed bringing the total number delivered
to fourteen (14), out of forty-three (43) of reports programs
originally scheduled. The CAMS Project Team will take over
the remaining reports and develop them in-house. By agreement
with COMIREX/ADP, we will schedule the development of only
eleven (11) new reports. Further reports development will depend
upon COMIREX priorities. ██████████████   25X1A

TADS

       There was fear that ██████████████ Project Manager of the 25X1A
contractor development team, had suffered a heart attack.
Happily, test results showed this was not the case. He returned
to the office this week. ██████████████   25X1A

This document ██████ UNCLASSIFIED
when separated from attachment.

ADSTAR

The initial evaluation of the ADSTAR proposals was completed this week. Clarifications and notifications of deficiencies in the proposals are being prepared for mailing to the bidders. ███████

25X1A

Support to the Office of Finance

FRS - Financial Resource System. We have received guidance from the Office of the Comptroller in providing FRS support to the Agency's FY-79 OMB Budget submission. The OMB submission will use Zero Based Budgeting (ZBB) techniques. The FRS data base was modified 22 July to handle the ZBB techniques. FRS budget reports reflecting these modifications will be available 4 August.

Agency budget officers continue using the online FRS input menus for preparing their budgets, which are due in the Comptroller's office in late August. The Agency's submission is due in OMB the middle of September. ███████

25X1A

Support to the Office of Personnel

PERSIGN - Integrated Personnel Information System. PERSIGN has evolved to a transition phase. The original estimates of the scope of effort are no longer valid and the data necessary to revise the initial estimates are not yet completely available. This status along with the potential for a two month project slippage was identified at the OP MAP meeting held on 25 July. It was mutually agreed that some slippage over the original estimate is acceptable in the interests of insuring long range maintainability and responsiveness through efficient project design. It was further mutually agreed to postpone an accurate estimate until all estimating data is available. The necessary data will become available through the on-going effort of the OP/ODP team presently engaged in requirement identification. The team's labors are scheduled to be complete by 21 October and at that time a revised project estimate would be prepared and based on the total dimensions of the project. ███████

25X1A

Training

A one day course, Interactive Systems Concepts, was completed by 18 students. A three day course, Basic VM, was completed by 21 students. A three day course, RAMIS Reporting, was completed by 14 students. A two day course, RAMIS File Design and Records Management, was completed by 12 students. ███████

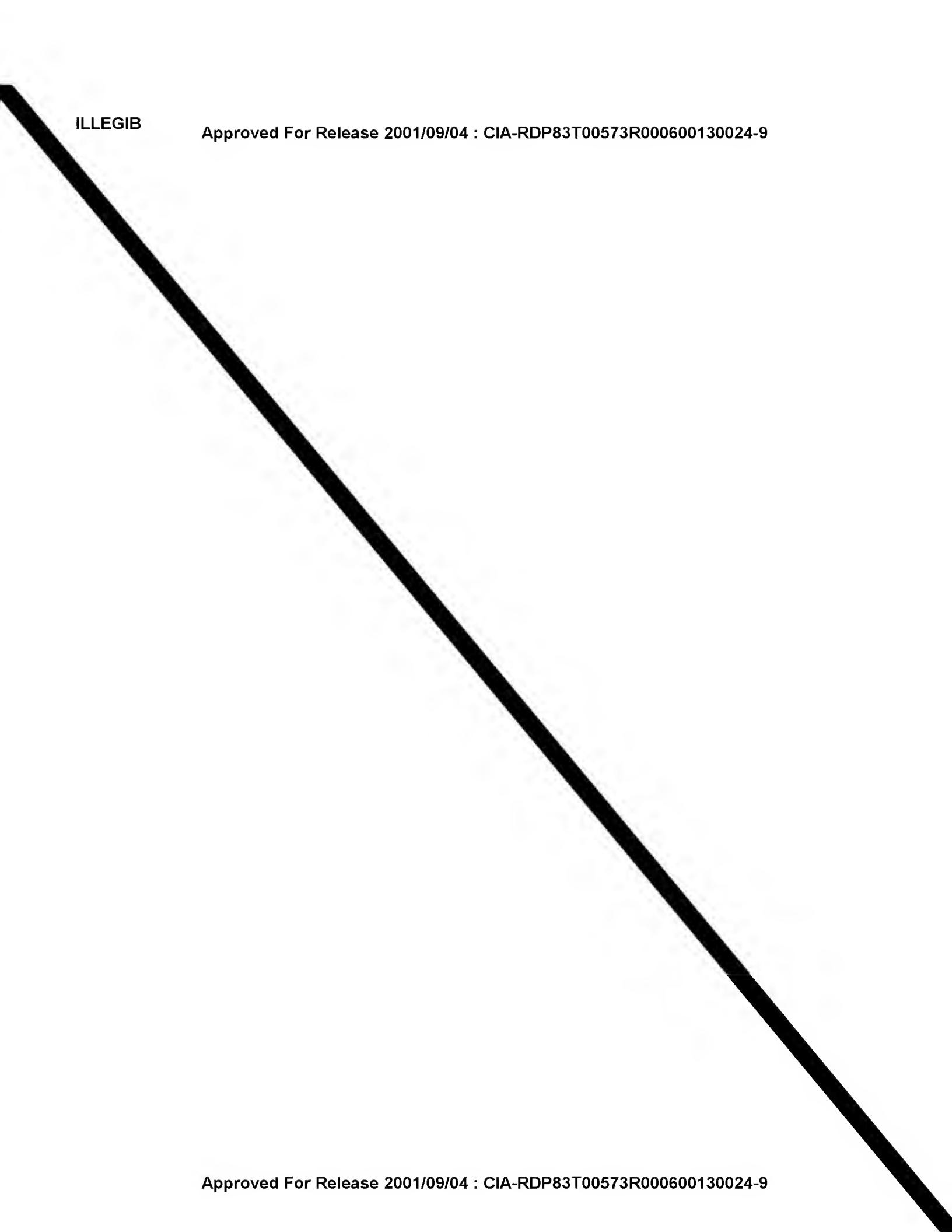25X1A

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Clifford D. May, Jr.

Att: a/s

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<u>EXECUTIVE SUMMARY</u>

(U) This paper is the third in a series of responses to four
ADP issues identified by the DDCI in his memorandum to EAG
members dated 16 December 1976 that should be addressed by
the EAG. The DDCI's goal in identifying the issues was to
"take positive steps during the coming year to improve central
management of our total ADP program." The first two issues
were discussed by the EAG on 31 March and 5 April 1977. Agree-
ment was reached on actions to improve senior management con-
trol of the month-to-month use of central services and to im-
prove top management's ability to plan future ADP resource
requirements. This paper discusses Issue 3 - that relating
to the issue of centralization vs. decentralization of ADP in
the Agency. The Issue is stated as follows in the DDCI memo:

> "What <u>balance</u> should we be striving to achieve
> between centralized and decentralized computer
> facilities? I understand that there are many
> complex balances involved, including dedicated
> vs. massive machines, distributed vs. central
> processing, and decentralized vs. centralized
> systems development."

(U) This paper approaches this issue by studying three aspects
of the centralization/decentralization issue: facilities,
professional personnel, and management. It takes stock of
the current situation and how we got here, examines the factors
bearing on the issue, then reaches some conclusions and pro-
vides recommendations for the EAG. The conclusions and recom-
mendations of this paper are summarized in the following
paragraphs.

(U) The Agency currently has a mix of centralized/decentralized ADP facilities which has evolved with little central direction or overall plan. Technology has made the mini-computer an increasingly attractive alternative to the central system and there are pressures to employ more minicomputers in the Agency. Many applications can be better satisfied on a minicomputer system, but case-by-case studies are needed to make this determination. It is likely that decentralized minicomputers will grow in the Agency at a much faster rate than in the past. Large central general purpose computer facilities will continue to be required for the foreseeable future. No specific mix of centralized/decentralized ADP facilities can or should be established by the Agency, but better central planning is needed. Agency policies should not inhibit the growth of minicomputers when they offer a better alternative to the central system.

(U) As more computer facilities are decentralized in the Agency, it is important that more attention be given to maintaining professional standards for ADP personnel who will design and implement both the centralized and decentralized facilities and applications. This is essential if we are to maintain high quality ADP service in the Agency. A study should be conducted on the desirability of an Agency-wide ADP professional career service. Also, a central source of professional ADP advice and assistance should be available to user components that are considering acquiring ADP systems, especially

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their own ADP support groups, if they prefer.

(U) Currently, the Agency does not have any central policy, planning, or management relating to the acquisition of dedicated minicomputer facilities. At the same time, the Agency is under increasing external pressure to speak with one voice on ADP matters to external organizations who are dealing with ADP policy, resource, and management issues. It is essential that the Agency provide a high level central mechanism for policy formulation, planning, and resource control of ADP, and for representing the Agency's interests to these external organizations. This is particularly important if we move toward an increasingly decentralized environment.

(U) In summary, the recommendations are that:

a. Minicomputers should continue to be employed by the Agency where they offer a cost/effective alternative to the central system.

b. Responsibility should be assigned for providing Agency-wide technical support to offices considering ADP systems, especially minicomputers.

c. Responsibility should be assigned for providing Agency-wide long and short term ADP planning.

d. Responsibility should be assigned for formulating ADP policy for the Agency and for representing the Agency's ADP interests to external organizations.

e. Responsibility should be assigned for conducting a feasibility study of an Agency-wide ADP professional career service.

f. Resources should be provided to fulfill the above responsibilities as assigned.

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